

United Way of Atlantic County: Whistleblower Protection Policy

Statement of Purpose

The purpose of the Whistleblower Protection Policy is to afford all employees, volunteers, donors, vendors, agency representatives, consultants, agents or any other person affiliated with United Way of Atlantic County (UWAC), the opportunity to confidentially report known or suspected financial improprieties or misuse of UWAC resources without fear of retaliation.

Policy

Reporting Known or Suspected Financial Improprieties

Reports of known or suspected financial improprieties should be made to the Chair of the Finance Committee or the VP of Finance. The report should be written and made as soon as possible after the events that gave rise to the report. The report should set forth in detail the basis for the individual's concern of financial impropriety or misuse of resources.

The Chair of the Finance Committee or the VP of Finance shall date and log all written reports of known or suspected financial improprieties or misuse of resources and record the results of the preliminary review. He/she will acknowledge receipt of the report and confirm to the "complainant" that the matter is under review.

If it is determined a formal investigation should be conducted, the matter will be turned over to the UWAC Finance Committee for disposition.

If the Chair of the Finance Committee or the VP of Finance does not refer the matter to the Finance Committee, and the individual who submitted the report believes further review is necessary, the individual may submit their report directly to the Chair of the Board of Directors.

Investigation

In the event of a formal investigation, the Chair of the Finance Committee or the VP of Finance or their designee will thoroughly investigate the matter, meeting separately with all individuals named in the report, and with others who may have knowledge of the facts set forth in the report.

UWAC will treat all financial impropriety reports, sources of such reports and their investigation confidential, recognizing, however, that in the course of investigating and resolving these matters some dissemination of information to others may be necessary and/or appropriate, particularly if legal action ensues.

Upon completion of the investigation, the Chair of the Finance Committee or the VP of Finance will report his/her findings and conclusions to the UWAC Executive Committee. Based upon the report by the Chair of the Finance Committee or VP of Finance, the Executive Committee will determine if, and in what form and manner, additional action will be taken. As appropriate and as determined by the Executive Committee, a full report of the incident will be made to the Board of Directors.

Appeal Review

Depending upon the circumstances, and at the discretion of the Executive Committee, persons implicated in the report and investigation of financial impropriety or misuse of resources may be given the opportunity to meet with the Executive Committee for further review and discussion of the matter. The involved party(s) must submit a written report for review of the matter by the Executive Committee within 15 days of the report's release. On completion of the appeal review, the person(s) will receive an oral explanation of the conclusions reached and the reasons for those conclusions. Decisions resulting from appeal reviews by the Executive Committee will be final.

Non-retaliation

If an individual filed a financial impropriety report in good faith, the individual will not be disciplined or otherwise penalized because of the report, regardless of whether or not the report is sustained. If it appears that a financial impropriety report was not filed in good faith, disciplinary action may be taken as determined by the Executive Committee.

*Approved by Board of Directors on June 7, 2006
Approved by Finance Committee on June 5, 2006*